

P/C 6-21-22 Legislative
CA _____
1st R _____
2nd R _____
3rd R _____
B/C _____

CITY OF BROOK PARK, OHIO

ORDINANCE NO: 17-2022

INTRODUCED BY: MAYOR ORCUTT

A RESOLUTION APPROVING THE CITY OF BROOK PARK'S
INTERNSHIP POLICY, AUTHORIZING THE MAYOR TO
EXECUTE SUCH DOCUMENTS WITH UNIVERSITIES AND
OTHER INSTITUTION OF HIGHER LEARNING AS MAY BE
NEEDED TO FORMALIZE THE CITY'S INTERNSHIP PROGRAM
WITH THE INSTITUTIONS, AND DECLARING AN EMERGENCY

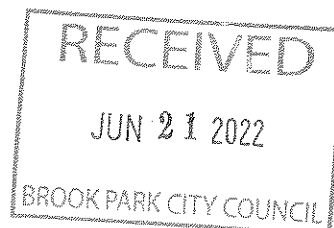
WHEREAS, the Administration for the City of Brook Park (the "City") desires to create an internship program in and for the City, involving students working and learning from the Administration (the "Internship Program"); and

WHEREAS, as part of that effort, the City of Brook Park will create and review policies underlying the Internship Program and to work with institutions of higher learning to formalize the City's Internship Program so as to create the conditions for program participants to receive college credit for successfully completing the Internship Program; and

WHEREAS, in response, staff has prepared, proposed, and recommended for approval the Internship Program policies, in the form attached hereto as Exhibit "A", which are incorporated herein and made a part hereof by this reference; and

WHEREAS, staff has also been working with institutions of higher learning to formalize an initial version of the Internship Program. The student would gain practical experience through the creation of an Internship Program.

WHEREAS, The Intern will work under the supervision of the Department Head and will not receive any compensation, will need to conform to all Brook Park employee rules and regulations as outlined in the Personnel Policy Manual and the attached proposed policy (Exhibit "A").



NOW THEREFORE BE IT RESOLVED, by the Council of the City of Brook Park, State of Ohio that:

SECTION 1: The Council of the City of Brook Park approves the proposed Internship Program project for the City of Brook Park's Departmental Heads.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the municipality and inhabitants thereof, and for the further reason of granting approval for the Internship Program, therefore, provided this Resolution receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED:

July 19, 2022

M. P. Kehring
PRESIDENT OF COUNCIL

ATTEST:

Carol Johnson
Clerk of Council

APPROVED:

Edward A. Smith
MAYOR

CERTIFICATE

Carol Johnson, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance (Resolution)

No. 17-2022

passed on the 19 day of July
2022, by said council.

Carol Johnson
Clerk of Council

7-19-22

DATE

I, Carol Johnson, Clerk of Council for the City of Brook Park, State of Ohio, do hereby certify that there is no newspaper of general circulation in the municipality and that publication of the foregoing ordinances/resolutions was made by posting true copies at five of the most public places in said municipality as determined by Ordinance No. 4838-1975; location City Hall 6161 Engle Road, Police Station 17401 Holland Road, #2 Fire Station 22530 Ruple Parkway, #3 Fire Station 17401 Holland Road, Brook Park Library 6165 Engle Road, for a period of fifteen days,

commencing

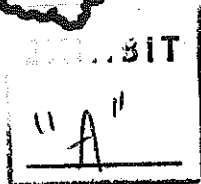
7-20-22

Carol Johnson
CAROL JOHNSON
Clerk of Council

I HEREBY APPROVE THE WITHIN
INSTRUMENT AS TO LEGAL FORM
AND CORRECTNESS

[Signature]
DIRECTOR OF LAW

	Yea	Nay
Troyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mencini	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coyne	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poindexter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salvatore	<input checked="" type="checkbox"/>	<input type="checkbox"/>



INTERNSHIP PROGRAM POLICIES

I. Introduction:

The City of Brook Park recognizes the value of hands on experience that an internship program provides to students ready to break out into their field of study. The City's goal is to provide a meaningful experience to enrich the student's growth.

II. Scope:

To establish a program for student interns, the City of Brook Park makes a commitment to train students in their area of interest to the extent possible. Similarly, the intern commits to assist the City in projects, while gaining hands on experience and exposure to their field of study.

III. Purpose:

The purpose of this policy is to establish a guideline for Department Heads and Interns on the standard processes of engaging in an internship program.

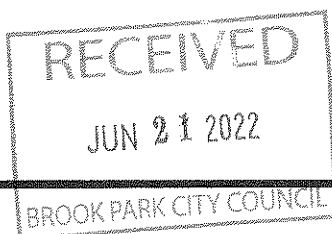
IV. Definitions:

Intern - An intern is a student seeking supervised practical training in their field of study to gain experience.

Internship - An unpaid program in which the student makes a commitment to the City of Brook Park to assist in projects and daily work activities in their occupational field. Likewise, the City of Brook Park commits to providing hands on practical training to the intern to gain experience which will prepare the intern for future, gainful employment.

Academic Institution - An accredited college, university, or technical education program at which the Intern is currently enrolled.

Supervisor - The department head or his/her designee, a person of authority who will be responsible for the supervision and training of the intern.





V. Supervisor's Eligibility:

A supervisor's eligibility to receive an intern is contingent on availability of space and equipment and ability to follow procedures and guidelines as set forth by this policy by signing for and acknowledging below.

VI. Intern Eligibility:

Interns shall be at least eighteen years of age.

A student eligible for an unpaid internship must provide proof of the following:

- Current enrollment in an academic institution, such as course schedule.
- Proof which displays credits will be given by the academic institution for the internship participation.

A former employee who resigned from the City in good standing is eligible to participate in the City's internship program. The City defines "good standing" as an employee who provided at two-weeks advanced notice of his or her resignation and has not received any corrective action or other formal discipline, a performance improvement plan or unsatisfactory performance evaluation during their employment (for employees employed between 90 days and 12 months) or within the previous 12-month period (for employees employed 1 year or longer). A former employee who was not in good standing at the time of resignation or who was terminated from employment is not eligible to participate in the internship program.

VII. Procedure:

The Supervisor requesting an intern must request an internship via email addressed to the Mayor with expected approximate length of time of internship (customarily one semester long or three months) along with a signed copy of this policy and obtain approval from the Mayor. The requisition will be sent for processing from the Mayor to the Human Resources Department for Intern recruitment and selection. Once an intern is selected by the Human Resources Department, the intern must fill out an Application for Internship with Human Resources and provide proof of enrollment from the Accredited Academic Institution; i.e., a schedule and documents showing that they will receive credit for the internship. Once all applicable paperwork is submitted by the intern, and all personal and professional reference checks and background checks are successfully completed, the paperwork is submitted by the Human Resources Department to the Mayor for final review and approval.



Once the intern is approved by the Mayor, the Human Resources Department will call the intern to report to orientation and to begin their internship. Under no circumstances is an intern to begin his/her internship at the City before completion of a background check, or before final approval is obtained by the Mayor or before an orientation is conducted by the Human Resources Department.

At orientation, the intern will receive and sign for the policies and procedures applicable to him/her as an intern as determined by Human Resources.

The intern is required to check in and out daily with the Supervisor or his/her designee. The intern's daily time must be recorded on the weekly log sheet along with a synopsis of the tasks performed. The weekly log sheet must be turned in to the Human Resource Commissioner or his/her designee on the last day the intern reports for the week.

VIII. Policy Guidelines:

The intern must make a commitment to the respective department on reliability and dependability, and must fulfill all responsibilities and obligations of the internship until said internship has ended.

The intern must uphold all policies and procedures and abide by the code of conduct as set forth by the Human Resources Department, the Personnel Policy Manual, and Employee Handbook.

Interns shall remain in the supervision of their direct supervisor or in the assigned designated area and refrain from entering restricted areas.

The direct supervisor must directly supervise, account for, oversee and train the intern. The intern must perform under direct supervision of the supervisor at all times.

Interns are not employees; thus an intern cannot request information directly from staff members. All requests for information needed to perform tasks must be submitted through the intern's supervisor.

At the time an internship has ended, the Supervisor is responsible to provide feedback to the intern on their performance.



IX. Post Internship:

At the end of the internship, the intern's supervisor must complete the Internship Performance Feedback form and provide a copy to the intern. The intern must be directed to the Human Resources Department. The intern must submit a copy of the Internship Performance Feedback form to the Supervisor. The forms will be supplied by the College or University.

X. Disclaimer:

This policy is a summary of general policies and procedures as it relates to internship opportunities with the City of Brook Park and in no way constitutes an offer of employment or contract/guarantee for future employment. In addition, the intern acknowledges that he/she serves at the pleasure of the Mayor, and the internship can be terminated by either party, at any time, without or without reason or prior notice. All internship opportunities with the City of Brook Park are unpaid.

Name (Please Print): _____

Signature

Date